# 

**APPLICANT MONITORING FORM**

**‘Discovery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment’.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | **Vacancy Ref:** | **School/Service:** | **Closing Date:** |
|  |  |  |  |
| **Title:** | **Forenames:** | **Surname:** | **N I Number** |
|  |  | **Current:**  **Former:** |  |

**WORKING IN THE UK**

**Do you require a work permit for the UK: Yes**  **No**

**If you are offered employment you must be able to produce a combination of the documents listed by the Home Office Evidence.**

|  |  |
| --- | --- |
| **Gender:** | Male  Female |
| **Marital Status:** | Married  Single (inc Divorced)  Civil Partnership |

**AGE**

**Which age group do you belong to?**

16-19 20-24 25-29  30-34  35-39  40-44  45-49

50-54 55-59  60-64  65+

**SEXUAL ORIENTATION**

**My sexual orientation is toward someone:**

Of the same sex A different sex

Both  Prefer not to say

**ETHNICITY**

|  |  |
| --- | --- |
| **W****hat is your nationality?** |  |

**I would describe my ethnic origin as (please tick box):**

|  |  |  |
| --- | --- | --- |
| White British | White Irish | White – Other European |
| White – any other background | Asian/Asian British –  Bangladeshi | Asian/Asian British –  Indian |
| Asian/Asian British –  Pakistani | Asian/Asian British –  any other Asian background | Black/Black British –  African |
| Black/Black British –  Caribbean | Black/Black British –  any other Black background | Mixed –  White and Asian |
| Mixed –  White and Black African | Mixed –  White and Black Caribbean | Mixed –  Any other mixed background |
| Gypsy, Traveller, Roma | Arab | Chinese |
| Prefer not to say | Any other |

**RELIGIOUS BELIEF/FAITH**

**I would describe my religious belief as (please tick box)**

Christian Muslim  Hindu

Buddhist  Sikh  Jewish

None Other Prefer not to say

**DISABILITY**

**Disability can be described as a mental or physical impairment which has a long term adverse effect on your ability to carry out normal day to day activities.**

**Progressive conditions such as HIV, Cancer or Multiple Sclerosis count from diagnosis rather than from the onset of symptoms.**

**Do you consider yourself to have a disability?** Yes  No

If yes please state nature of disability

**Which disability type, best describes your disability? (Please tick box):**

|  |  |  |
| --- | --- | --- |
| Dyslexia | Dyspraxia | Blind/Partially sighted |
| D/deaf/Hard of Hearing | Autism/Aspergers Syndrome | Mobility (Physical Disability) |
| Learning Disability | Mental Health Difficulty | Progressive Disability/Chronic  Illness |
| Other |  |  |

If you have a disability please let us know if there are any arrangements which we can make if should you be asked to attend for aptitude tests or interview? (E.g. someone to interpret sign language or an accessible car parking space etc)

If you have a disability are there any adjustments or aids that may assist you in carrying out the duties of this post?

Please confirm you agree to this information being disclosed to your line manager if your application is successful to allow any reasonable adjustments to be undertaken in your working environment.

**Signature Print Name Date**

|  |  |
| --- | --- |
| Forename changed from/to : |  |
| With effect from : |  |

|  |  |
| --- | --- |
| Forename changed from/to : |  |
| With effect from : |  |

|  |  |
| --- | --- |
| Forename changed from/to : |  |
| With effect from : |  |

|  |  |
| --- | --- |
| Surname Changed from/to : |  |
| With effect from : |  |

|  |  |
| --- | --- |
| Surname Changed from/to : |  |
| With effect from : |  |

|  |  |
| --- | --- |
| Surname Changed from/to : |  |
| With effect from : |  |

Documents provided in support of your application must be in current name. Any documents provided in a previous name will need additional documentation eg Marriage Certificate for Maiden Name. We would therefore ask you to declare any other names you have been known by and during which periods:

**SICKNESS ABSENCE**

**Please give details of any injury or illness that resulted in absences from work in the last two years. Please indicate spells of absence and durations.**

DES or DFE or IFL reference number if applicable

**DECLARATION**

The information that I have provided is correct to the best of my knowledge and belief and I understand that any false information may lead to any offer of employment being terminated or withdrawn.

**Signature Print Name Date**

**CRIMINAL CONVICTIONS**

**The Rehabilitation of Offenders Act 1974 (Exemption Order 1975) provides that all convictions, cautions, reprimands or other warnings of whatever nature (including motoring offences),**

**Including those regarded as ‘spent’, must be declared and whenever they were committed**

**must be revealed when applying for this position. Please list all such convictions, cautions, reprimands or other warnings of whatever nature below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of**  **Conviction** | **Nature of all convictions, cautions,**  **reprimands or other warnings**  **(If none please enter none)** | **Court** | **Sentence or**  **Disposal** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**A full DBS Check will be requested from all successful applicants**

**DECLARATION:**

I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC).

**Signature: Print name: Date:**

**Where a criminal conviction declaration is made please submit (separate to the application form)**

**in a sealed envelope marked confidential.**

**ADVERTISING**

**Please state where you have seen this vacancy advertised or how you became aware of it?**

Times Educational Supplement  Evening Chronicle  School Website

Fish4Jobs  Indeed  Total jobs

School Employee  Internal School Bulletin  Job Centre Plus

FEjobs Website  Monster  DisabledGo

Social Media

(e.g. Linked In/Twitter)  Equality North East  Other please specify

Are you related to a member of the Board of Governors or related to a member of the School Senior Management Team?

\*Yes  No  \*If yes, state to whom and how you are related



**Application Form - Teacher**

**‘Discovery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment’.**

Please ensure that all the areas in the General Information section are completed

**General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Post Title | Vacancy Reference | School | Closing Date |
|  |  |  |  |
| Surname | Initials(s) | Home Telephone No. | Mobile No. |
| Current:  Former: |  |  |  |
| DfES Reference number: | QTS:  Yes/No | Registered with GTC  Yes/No |  |
| Address | Do you have a current Driving Licence?  Yes/No | Type of Driving Licence | Give details of any penalties currently in force |
| E-mail address (home) | | E-mail address (work) | |

**General Information**

**Education and Qualifications (most recent first)**

**General Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date obtained | Place of Study | Qualification Title, Subject | Level | Awarding Body | Grade |
|  |  |  |  |  |  |
| Additional skills and relevant training (including membership of professional bodies and any foreign language skills) | | | | | |
|  | | | | | |

**Employment Details: Present or Latest Job**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post Title | Starting Date (month and year) | Grade and Salary | Period of notice required | Reason for leaving (if latest job) |
| Name and Address of Current Employer | | | | |
|  | | | | |
| Brief Description of duties and responsibilities **(including to whom you are accountable)** | | | | |
|  | | | | |

**Employment Details: Previous jobs (state most recent first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of employer | From (month and year) | To  (month and year) | Post Title | Duties and responsibilities | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please continue on a separate A4 sheet if necessary and include name and job reference number

And

**Personal Statement**

**Using the person specification that you have been sent with your application pack, please demonstrate using examples your suitability for the position you are applying for. Please include your reasons for applying and interest in this position. No more than the equivalent of two sides of A4.**

|  |
| --- |
|  |

Please continue on a separate A4 sheet if necessary and include name and vacancy reference number.

**Please note curriculum vitae’s are not accepted.**

**Referees**

**Please provide the names and addresses of two reference contacts, one reference must be from your current or most recent employer.**

|  |  |  |
| --- | --- | --- |
| Name | Occupation / Job Title/Relationship | Address and Telephone Number  (including e-mail address) |
| 1. | Relationship with candidate? |  |
| 2. | Relationship with candidate? |  |

**Additional Information**

|  |
| --- |
| Please declare any family or close relationship to existing employees or employers (including governors/trustees): |

All applications received from unsuccessful applicants will be retained for a period of six months, after such time they will be confidentially destroyed.

Date Date

Date Date

**Declaration**

The information that I have provided is correct to the best of my knowledge and belief and I understand that any false information may lead to any offer of employment being terminated or withdrawn.

**Signature** **Print Name** **Date**

*Please note that canvassing, direct or indirect, will result in disqualification.*

**Discovery School is a No Smoking School**

All areas within the School perimeter, indoors and outdoors are designated as a No Smoking area.

This Application Form is available in alternative formats.